

**AIRS Example 2 – Key Personnel Example Reference Notification Letter**

Mr. Brian Mueller  
U.S. Environmental Protection Agency, Region 6  
1445 Ross Avenue, Suite 1200  
Dallas, Texas 75202-2733

Dear Mr. Mueller:

I, Bob Owens, am currently being proposed as key personnel for Technical Qualifications being submitted to the Texas Commission on Environmental Quality (TCEQ) in response to RFP Number 582-14-40001 for the procurement of Assessment, Investigation, and Remediation Services. The TCEQ is placing emphasis in their acquisitions on past performance as a selection evaluation factor. TCEQ requires RESPONDENTS to inform references identified in Technical Qualifications that TCEQ may contact them about past performance information.

**The representative may ask the Reference to confirm if the information provided with the submittal is accurate and if the RESPONDENT is in good standing with the Reference.**

The TCEQ's inquiries will likely be made via telephone.

If you are contacted by TCEQ for information on work we have performed under Remedial Action Contract 2 EP-W-06-004, Task Order 0088-RICO-06MC, Falcon Refinery Superfund Site for the U.S. EPA, you are hereby authorized to respond to TCEQ inquiries. Under the Public Information Act, Tex. Gov't Code Chapter 552, your responses may be subject to public disclosure as records of the TCEQ. I agree to hold you harmless for any statement or opinion you express in response to these inquiries regarding our performance or qualifications.

Your cooperation is appreciated. Please direct any questions to Lou Barinka.

Sincerely,

A handwritten signature in blue ink that reads "Robert M. Owens". The signature is fluid and cursive, with a horizontal line extending from the end.

Bob Owens  
EA Engineering, Science, and Technology, Inc.

cc: Lou Barinka, Program Director, EA Engineering, Science, and Technology, Inc.